

**Central Coventry Fire District  
Board of Directors Monthly Meeting  
November 15, 2011 – 7:00 pm  
240 Arnold Road**

**Minutes**

**1. Call to Order – 7:03 p.m.**

**2. Roll Call**

**President: Girard Bouchard Jr.**

**Vice President: Joe Bonn**

**Directors: – Bob Crowe – Linda Giguere – Ronald Gizzarelli -Anna  
Mae Lapinski, Armond Niquette**

**Treasurer: Tom Lacolle**

**Tax Collector: Jeanne Graemiger- Loraine Houle attended in her  
place**

**Clerk: Christine Moniz**

**Chief : Robert W. Seltzer**

**Union President Dave Gorman**

**Also in attendance – Jim Hummel and members of the public**

**Not Present: Jeanne Graemiger**

#### **4. Approval of Minutes of the previous Board of Directors Meeting – 10/18/ 2011**

**Motion to accept the minutes – Director Giguere      Seconded by Director Lapinski**

**All Vote Aye**

#### **5. Communications – The President read aloud a letter from Eddie Jacques to the members of Station #3 thanking them for all the care provided at the scene.**

**Letter from the Patrick J Sullivan, Esq. to provide legal services at his reduced rate according to the retainer agreement enclosed. The President read aloud the letter and acknowledged that the Chief sent a letter confirming the acceptance and to turn the bill over to Tom LaColle.**

#### **6. Old Business – None**

**7. Presidents Report –Finished getting all the tax bills out it took a little longer than what the President projected. In all it took nine days to mail out all the bills. We had at one point seven people stuffing envelopes. Our interim tax collector is doing very well. The President is very happy with how the office is running. The checks are getting processed in a timely manner. The tax office is coming**

**along and getting in gear.**

**Motion to Accept the Presidents report – motion made by Director Giguere   Seconded by Director Lapinski**

**All Vote Aye**

**8. Chiefs report - Personnel – BC Murray is due back to work as of November 21, 2011. Lt. Leveillee has presented a doctor's note to return back to work. I have requested further information from the doctor, but I have not received a letter yet so Lt. Leveillee is back out on sick and off of on-the-job injury. Lt. Medeiros is still out we expect him back mid-December. FF Garrahan is back to work, FF Simpson is still out but expected back soon. Jean Graemiger is still out on leave until at least December 20th.**

**Action Item to be voted on – distribution of the agenda and the minutes. The agenda will get posted on the state website and the draft minutes will only go to the Board of Directors until they are voted on. (Action Item)**

**Tax Office – Lorraine Houle is acting as the Tax Collector reporting to me. The women in the office are reporting to Lorraine. This has been working out very well and things are running smoothly. All the checks are posted weekly and beneficial changes have been made to improve the Tax Office operations.**

**The Tax Office will revisit the options of auto pay for residents that want to have their tax payments withdrawn from the bank account. The Tax Office contacted OPEL and they have a system that payments are set up Quarterly not monthly.**

**The Chief recommends moving forward on investigating the use of the monthly deduction and compare APS to Opel once we hear back from OPEL. (Action Item)**

**Line of Credit with the Centreville Bank has been approved. We are just waiting for a date of the closing.**

**Public Relations - I am planning a public relations campaign along with the union President Bouchard. The plan is to go from now to March 1, 2012 and target local communities and facilities.**

**Motion to Accept the Chiefs report – motion made by Director Crowe**

**Seconded by Director Lapinski**

**All Vote Aye**

**Action Item one – motion to approve Director Crowe                      Seconded  
by Director Lapinski**

**All Vote Aye**

**Action Item two – motion to approve    Director Gizzarelli**

**Seconded by Director Giguere**

**All Vote Aye**

**9. Treasurer's Report - The annual payment for the tower has been made and the payment for 30,000 has been paid for the year so the two big payments are all set. We are running as usual and the Treasurers report was attached to the handout. Nothing really significant to report.**

**The treasurer asked if there was any questions on the report and Director Crowe just wanted the larger payments due explained further. The Treasurer stated that we are getting back on track and catching up on all payments. Director Crowe wanted to know if we can still manage our bills even if we do not increase the taxes. The Chief stated that in January we will have a better idea on who owes money and if we can make due with what we are collecting now.**

**Motion to Accept the Treasurer's Report – motion made by Director Crowe Seconded by Director Lapinski**

**All Vote Aye**

**10. Tax Collector's – the report is in the packet with the breakdown for collections of the month and also the balance deducted for bounced check. Lorraine also went over the revisions and added on all of the fiscal year collections. Lorraine also discussed projects she**

**has planned for the Tax Office so that the district stays on top of collections and keep track of all the accounts that are delinquent. So far things are running smoothly.**

**Loraine had a request for the board to vote on removing the pennies from accounts so that when someone pays on the account that has a penny or two the amount is still remaining on the account. It would make it easier for everyone in the office to receive the payment if the penny was not on the account as past taxes due.**

**Loraine would also like to set up regular payment plans and make them sign an agreement based on what they owe and make smaller payments either per week or per month instead of the full quarter payment.**

**The Board requested that we get the list together on what taxes needed abatement. It was going to be presented at the Annual Meeting but we did not get that far. The Tax Office will get the numbers together and abate the amounts at another meeting. The tax collector asked if there were any questions and the treasurer wanted a trial balance included when the report is distributed. Loraine will work on that and make sure it is in the packet each month.**

**Motion to Accept the Tax Collectors Report – motion made by Director Gizzarelli Seconded by V.P. Bonn**

**All Vote Aye**

**11. New Business – The tax collector brought up a situation that CIT Technology does not have the equipment in Coventry any more so we are not able to charge tangibles and also Wells Fargo. Mrs. Houle asked how to handle the situation and the Chief stated it would be handled administratively. Mrs. Houle also asked how to tax the mobile homes that are empty. The Board will address the issue and look into it as a possible vacant home and will be taxed as such.**

**Mr. Gizzarelli would like the tax collector to address any issues that are not working and also stick with what is working out well as a procedure in the office so we can continue to progress forward.**

**Mr. Gizzarelli would like to clarify the return address for the tax office and Loraine stated it was an easy fix and she will take care of it. The correction will not show up on every bill until the next billing cycle.**

**Loraine would like to send Dottie a thank you for helping out in the Tax Office.**

**12. Introduction of new business- none**

**13. Good and Welfare – December monthly meeting we usually suspend the monthly meeting it was suggested to have the meeting a**

**week early so December 13, 2011 will be the monthly board meeting. Also, the department Christmas party is being held on December 21, 2011.**

**The Chief also commended Loraine for helping out in the tax office and doing such a great job.**

**Mr. Gizzarelli would like an executive session in next month's meeting to discuss issues at the end of the meeting in December 13, 2011. The President directed the Clerk to set this up for next month on the agenda as item #13.**

**14. Motion made to adjourn 8:10 p.m. By Director Giguere    Seconded by Director Lapinski**  
**All Vote Aye**